

# **AGR VACANCY ANNOUNCEMENT**

## **ARIZONA AIR NATIONAL GUARD**

### **ACTIVE GUARD AND RESERVE**

### **HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495**

**PHONE (602) 629-4822; DSN 853-4822**

**WEBSITE: [www.azguard.gov/hro](http://www.azguard.gov/hro)**

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**ANNOUNCEMENT NUMBER: 06-297A**

**DATE: 01 SEP 2006**

**CLOSING DATE: 03 OCT 2006**

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**POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:  
HUMAN RESOURCES ASSISTANT (MILITARY), GS-0203-06, TC80536000, TSgt/E6**

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**APPOINTMENT FACTORS: OFFICER ( ) ENLISTED ( X )**

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#### **LOCATION OF POSITION:**

**AIR STAFF OFFICE, JOINT FORCE HEADQUARTERS, PHOENIX, ARIZONA**

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**APPLICATIONS MUST BE MAILED (OR HAND CARRIED) TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants must submit a copy of their current physical examination and a copy of their most recent PT test score card. Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted.

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#### **NATIONAL GUARD REQUIREMENTS:**

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. Individual selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be an AGR member of the Arizona Air National Guard and be able to qualify for the following AFSC: 3S0X1**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Active Guard/Reserve Program and is **open to current AGR members of the Arizona Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are authorized.**

**NOTE:** Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

**NOTE:** Human Resources Office is the office that will officially notify the selectee of a job offer.

**NOTE:** This position is being concurrently announced with Technician Announcement 06-297T.

**NOTE:** Individual selected must have outgoing Commander's permission to move their AGR resource with them to the new position.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of military personnel/administration rules, regulations, procedures and program needs.
2. Skill in oral and written communications.
3. Skill in interpersonal relationships and customer service.
4. Ability to deal with all levels of the chain of command.
5. Ability to handle a multi-tasked, multi-priority environment.
6. Skill in computer applications.

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**SPECIALIZED EXPERIENCE:** Must have 9 months experience which demonstrates the knowledge of and skill in applying a wide range of Human Resources transactions related to employee relations, employee benefits, recruitment and placement. Experience in providing guidance and assistance to supervisors, managers, and employees on a variety of HR matters, to include resolving minor employee problems pertaining to pay, system rejects, wage grade schedule changes, and employee benefit programs.

**BRIEF JOB DESCRIPTION:** This position is located at Joint Force Headquarters, in the Air Staff Office. The primary function of this position is to provide limited technical support and clerical assistance on personnel matters to line supervisors, managers, and technicians at the base or organization level and to coordinate such matters with the HRO. Conducts initial in-processing and orientation of new employees. Coordinates vacancy requirements with functional area supervisors, prepares requests for vacancy announcements, and upon receipt from Human Resources Office (HRO) makes distribution to sections. Provides procedural advice and guidance to technicians and supervisors on employee relations matters. Performs substantive administrative and clerical support duties in the areas of incentive awards, training, classification, performance ratings, etc. Provides technical guidance and assistance to resolve conflicts or delays in processing personnel actions (i.e. appointments, within-grades, quality step increases, promotions, demotions, and transfers). Maintains records pertinent to authorized and actual employment strength data. Maintains a variety of personnel and general administrative records, files and publications, utilizing appropriate file systems and cross-referencing when required. On own initiative composes correspondence of a routine nature.

**SELECTING SUPERVISOR:** COL WANDA WRIGHT